



Arizona Department of Education
Research and Evaluation
1535 West Jefferson, Mail Bin 16, Phoenix, Arizona 85007
602-542-5151 • FAX 602-364-0887

MEMORANDUM

TO: District Superintendents and Charter School Administrators

FROM: Alphonse Damas, Ph.D, Director of Integrated Data Management,
Research & Evaluation

DATE: June 21, 2005

SUBJECT: Graduation Rate Data Collection
(REF: RE05006-E)

DUE DATES: June, 30 2005- Complete Cohort of 2004 (High Schools Only)

This memo is to remind you that the online application Graduation Rate data is open for data entry and submission. This application can be accessed through the Common Logon, located in the upper right hand corner of the ADE's homepage: <http://www.ade.az.gov/>.

Please note that these data are required in order to accurately calculate a high school Achievement Profile and AYP designation. Your assistance is greatly appreciated.

The Graduation Rate data are used to compute cohort graduation rates, which are part of the high school AYP determinations and Achievement Profiles. A.R.S. 15-241.B states, "Each school shall submit to the department any data that are required and requested and that are necessary to compile the achievement profile. A school that fails to submit the information that is necessary is not eligible to receive monies from the classroom site fund established by §15-997."

Any data not received by the submission deadline will be past due and may adversely affect the calculation of an AYP designation or an Achievement Profile. Schools that do not submit data will be subject to consequences consistent with §15-241. In addition, these schools may receive the classification of *Underperforming* due to the absence of data.

Due Dates

Graduation Rate Data for the complete Cohort Class of 2004 are due to the ADE by June 30, 2005. These data include both the four and five year graduation statistics for high schools. If you are unsure whether your school should be submitting these data, please email your inquiry to: gradrate@ade.az.gov.

Online Assistance

To help you prepare your data and submit them in a timely manner, the ADE has provided the following tools that you can access from the Research and Evaluation website at www.ade.az.gov/researchpolicy/gradrate

- ***Graduation Rate Study User Manual*** - provides step-by-step instructions for using the online forms to submit data for each school that is required to submit Graduation Rate data.
- ***Graduation Rate Code Descriptions Manual*** - provides detailed instructions about each of the Graduation Rate codes and how to assign them to students.

Questions or Concerns

If you have any questions or concerns, please email them to gradrate@ade.az.gov